

## Position Description

<b>Position</b>	Community Impact Manager
<b>Department</b>	Community Impact
<b>Reports To</b>	Senior Director for Community Impact
<b>FLSA Status</b>	Exempt – Full Time
<b>CFSA Grade</b>	CFSA Grade 15
<b>Location</b>	The position is based in Tucson, Arizona. As a place-based organization, the selected candidate is expected to reside in Southern Arizona.
<b>Organization Profile</b>	Founded in 1980, the Community Foundation for Southern Arizona (CFSA) has supported Southern Arizona with over \$245 million in grants and scholarships, stewarding the philanthropic legacy of our community’s generous donors and increasing the breadth and depth of resources available to nonprofit organizations in our region. The impact we make is a collective one, with funds held by individuals, families, and businesses with unique interests, ideas, and passions. Our work touches every aspect of daily life, including animal welfare, arts and culture, community development, education, environment, health and human services, and more. In addition to the support provided to Southern Arizona nonprofits through grantmaking, CFSA also partners with nonprofits through its Center for Healthy Nonprofits and offers beautiful and affordable office, meeting, and event space at its centrally located Community Foundation Campus.
<b>Position Purpose &amp; Overview</b>	This position provides high-level support and coordination for the foundation’s portfolio of initiatives and grants in close collaboration with the Senior Director for Community Impact to achieve department goals. As part of a collaborative team, this position partners with other foundation staff while concurrently focusing on the work of building productive relationships with external partners that help advance existing and new programs, initiatives, and strategic priorities with nonprofits, donors, and other partners. This position provides staff support to committees and serves as a foundation representative at community meetings and events.
<b>Duties &amp; Responsibilities</b>	<p><b>Community Impact &amp; Engagement (10%)</b></p> <ul style="list-style-type: none"> <li>• Conduct outreach to community partners and collaborators to enhance CFSA’s knowledge of Southern Arizona issues.</li> <li>• Support the Senior Director in planning and executing convenings and briefings with donors, nonprofit partners, and other key Community Foundation stakeholders.</li> <li>• Serve as community liaison to organizations and initiatives as appropriate.</li> </ul> <p><b>Grantmaking (35%)</b></p> <ul style="list-style-type: none"> <li>• Implement portfolio of assigned grant cycles in coordination with the Senior Director, Community Impact, including the creation and maintenance of online applications, receiving and processing documents, information, and data records management.</li> <li>• Responsible for report preparation, analysis and execution from database, and correspondence with all stakeholders.</li> <li>• Respond to inquiries from donors, nonprofits, and the community about grant programs.</li> <li>• Responsible for the alignment of CFSA grantmaking cycles with Trust-Based Philanthropy and Inclusion, Diversity, Equity, Access (IDEA) principles.</li> </ul>

	<ul style="list-style-type: none"> <li>• Partner with the Philanthropy and Marketing teams on development of web content, news, stories and collateral for assigned grant programs.</li> </ul> <p><b>Initiatives (35%)</b></p> <ul style="list-style-type: none"> <li>• Manage administration and grantmaking for designated CFSA initiatives including the maintenance of records, facilitation of meetings and other activities, the creation and maintenance of online applications, receiving and processing documents, information and data records management, report preparation, analysis and execution from the database, and correspondence with all stakeholders.</li> <li>• Respond to inquiries from donors, nonprofits, and the community about programs of CFSA initiatives.</li> <li>• Ensure consistency in processes across initiatives and supporting organizations.</li> <li>• Partner with Philanthropy and Marketing teams on development of website content, news, stories and collateral material for assigned initiatives.</li> </ul> <p><b>Other Duties (20%)</b></p> <ul style="list-style-type: none"> <li>• In collaboration with the Community Impact, Marketing, and Philanthropy teams, support event planning and coordination for two or more initiative fundraising events annually.</li> <li>• Participate in and provide support for Community Impact Team meetings. Facilitate discussion as assigned.</li> <li>• With other Community Impact and Philanthropy staff, develop and deliver programming to strengthen the capacity of the nonprofit community through a Trust-Based Philanthropy and Inclusion, Diversity, Equity, and Access (IDEA) lens.</li> <li>• Work with staff across the Foundation to accomplish the department’s annual action plan and the Foundation’s strategic goals and priorities.</li> <li>• Participate in other organization-wide and cross-departmental meetings.</li> <li>• With other CFSA staff assist with office manager duties and tasks.</li> <li>• Complete other duties as assigned.</li> </ul>
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<p><b>Preferred Experience &amp; Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Strong background in program development and management.</li> <li>• Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.</li> <li>• Understands the specific experiences of historically marginalized racial groups in the U.S., particularly Black, Indigenous, Asian-American, and Latinx groups, and how the Community Foundation’s work intersects with those experiences.</li> <li>• Passionate about working in an organization that values and promotes inclusion, diversity, equity, and access.</li> <li>• A bachelor’s degree or equivalent experience in an appropriate field.</li> <li>• Nonprofit or philanthropic experience preferred.</li> <li>• Strong commitment to high level, consistent customer relations.</li> <li>• Able to work in a fast-paced work environment with the ability to prioritize and manage multiple complex projects, tasks, and stakeholders.</li> <li>• Detail-oriented with the ability to see big picture and think comprehensively.</li> <li>• Excellent written, oral, and interpersonal skills; ability to communicate information clearly and concisely to various audiences.</li> <li>• Ability to take initiative and manage projects assigned through completion with minimal supervision.</li> <li>• Ability to facilitate meetings, synthesize ideas and provide sensitive feedback.</li> <li>• High level of computer proficiency (Windows environment) and outstanding computer skills, including Outlook, Word, Excel, PowerPoint, and Access.</li> </ul> <p>Bilingual (Spanish speaking) is a plus.</p>
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<b>General</b>	The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this job. This is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel incumbent in this position.
<b>Americans with Disabilities Specifications</b>	<p><u>Physical Demands</u></p> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.</p> <p><u>Work Environment</u></p> <p>Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is usually not exposed to weather conditions prevalent at the time.</p> <p>The noise level in the work environment is usually moderate.</p>
<b>Compensation</b>	<p>The salary range for this position is \$60K - \$65K commensurate with experience. The Community Foundation for Southern Arizona offers an outstanding total rewards package to meet employees' health and wellness needs, promote professional development and career growth opportunities, recognize performance, and provide retirement resources.</p> <p>CFSA offers full-time employees:</p> <ul style="list-style-type: none"> <li>• 401(k) retirement plan with employer match. Eligible after 90 days with full vesting, with CFSA contributing 4% of salary immediately and matching up to 4% more after one year of employment, for a total potential match of up to 8%.</li> <li>• Health insurance: CFSA covers 80% of the employee premium and 50% of all dependent coverage costs under the base plan.</li> <li>• Dental and vision insurance: CFSA covers 90% of the employee premium.</li> <li>• Life, accident, death, and disability insurance: CFSA covers 100% of the employee premium.</li> <li>• Short-term and Long-term disability insurance: CFSA covers 100% of the employee premium.</li> <li>• Ten paid holidays and twenty days of paid time off in year one (and increased overtime via years of service)</li> <li>• One day of dedicated PTO for Community Service/Volunteerism</li> <li>• Paid family leave.</li> <li>• Beautiful, modern, art-filled campus, and other amenities.</li> <li>• A flexible work environment that supports a healthy work/life balance and hybrid work options.</li> </ul> <p>This is a summary of current CFSA benefits and eligibility and may change over time.</p>

**Last Updated**

April 2024

